



## TAUHEEDUL EDUCATION TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant: Mathematics		
<b>School Base:</b>	Eden Girls' School, Coventry		
<b>Reports to:</b>	SENDCO	<b>Grade:</b>	SCP 10 - 17
<b>Staff Responsibility for:</b>	None	<b>Salary:</b>	£15,613 - £17,772 (£13,412 - £15,267 pro rata)
		<b>Term:</b>	Permanent 37 hrs per week Term Time Only + 1 week
<b>Additional:</b>			

#### JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

To provide outstanding support to enable students with SEND to play a full and active part in the life of the school and to make outstanding progress in their learning.

#### JOB PURPOSE, KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### Support for Students

- Provide support to named students with SEND as outlined in their Education, Health and Care Plans or Individual Education Plans.
- Liaise with teaching staff, Heads of Year and the SENDCO regarding such support.
- Work with teachers to secure outstanding progress in lessons for supported students.
- Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- Provide additional mathematics intervention as directed.
- Develop a positive relationship with students and promote self-esteem and independence.
- Provide feedback to targeted students on their progress and attainment.
- Provide any additional support for students with disabilities, including on 'personal hygiene' to secure wellbeing and to enable them to participate fully in the life of the school. Where this requires support for toileting using a hoist or other specialist equipment, training will be provided.
- To administer any special medication that students are required to take in school time. Where this is relevant training will be provided.

## **Support for Teachers**

- a. Provide information to teachers and other support staff on the most effective methods of provision and intervention for students with learning needs.
- b. Liaise with the SENDCO and specialist staff (e.g. Occupational Therapist or Speech and Language Service) as requested to receive and disseminate advice given to effectively support students across curriculum areas.
- c. Liaise sensitively and effectively with parents and carers, including participating in feedback meetings under the SENDCO's / teacher's supervision.
- d. Assist the SENDCO in the development, monitoring and review of the students' Individual Education Plans (IEPs).
- e. Attend specific training as and when requested by the SENDCO.
- f. Assist in student supervision and management of student behaviour, in line with school procedures.
- g. Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
- h. Report on student achievement, progress and issues in a suitable format (i.e. verbally or in writing).
- i. Where appropriate, to act as reader and/or amanuensis to students in examination and written assessments.

## **Support for the School**

- a. Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- b. Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- c. Assist in creating a culture in which effective learning can take place.
- d. Support the promotion of positive relationships with parents and outside agencies.
- e. Work within school policies and procedures.
- f. Attend and participate in individual and team meetings as required.
- g. Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- h. Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher, as required.
- i. Work as part of a team and support the role of other people in the team.

## **Other responsibilities**

- a. Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- b. Carry out any such duties as may be reasonably required by the Principal or Chief Executive.

*This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Tauheedul Contract'.*